

	<p style="text-align: center;">Risk Management & Tort Defense Division</p> <p>Title: Duties and Responsibilities of the state Risk Management Committee Short Title: Risk Management Committee Replaces and Supersedes: None</p>	Number: RMTD01-07
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1. **RISK MANAGEMENT COMMITTEE** consists of one representative from each state participant. The general functions of the committee shall be to:
 - a. Make recommendations to elected officials, and department directors on implementation of a) a risk management plan within each instrumentality of state government and, b) risk awareness activities as an integral part of operating procedures.
 - b. Serve in an advisory capacity to resolve problems, which may arise with insurance coverage, early-return-to-work or risk management concerns involving protection of state assets and resources.
 - c. Disseminate and collect insurance and risk management information from participants in order to maintain and preserve the insurability and viability of state assets.
 - d. Review alternatives and makes recommendations for adoption of risk management policies and, when necessary, recommends administrative or legal action.
 - e. Support and encourage loss prevention programs within their respective agency.
 - f. Coordinate the dissemination of loss information, safety training opportunities and other pertinent information from the Risk Management and Tort Defense Division or the Risk Management Committee to key personnel within their agency.
 - g. Assist supervisors in determining what measures are needed to prevent a recurrence of an incident and make appropriate recommendations to include temporary measures to prevent recurrence while more permanent solutions are being considered.
 - h. Regularly attend and participate in the Risk Management Committee Meetings.
 - i. Collect loss prevention and risk awareness suggestions and ideas from employees for distribution to the Risk Management Committee.

2. **RISK MANAGEMENT REPRESENTATIVES:** A Risk Management representative for each participant indicated in the executive order will be appointed by the director. These representatives shall:
- a. Coordinate the dissemination of insurance, early-return-to work, and other risk management information from the Risk Management and Tort Defense Division or the Risk Management Committee to key personnel within the participant and all associated boards, councils, commissions, etc., under the auspices of the participant for supervisory and reporting purposes.
 - b. Regularly attend and participate in the State Risk Management Committee.
 - c. Assure that employees and supervisors to the Risk Management and Tort Defense Division, in accordance with claims reporting policy, report all losses and procedure using approved reporting forms (see Claims Administration section).
 - d. Assure that agency personnel follow-up in a timely manner on recommendations from commercial insurers in order to preserve the insurability of the state's assets.
 - e. Assure that risk exposure information is accurate and collected in a timely manner, where problems are identified.
 - f. Support and encourage loss prevention programs within their respective agency and direct the activities of their safety committee.